

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

“DPH Employees are strongly encouraged to apply”

Medical Records Technician 1

Population Health Statistics & Surveillance – Tumor Registry

POSTING DATE: August 18, 2015

CLOSING DATE: August 25, 2015*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

POSITION CONTROL NUMBER: 93388EH **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week,

SALARY GROUP/RANGE: CL 12/\$38,870*-\$49,496 (*NEW State employees)

NOTE: Candidates must have applied for and passed the **Medical Records Technician 1** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

PREFERRED SKILLS:

- Familiarity with the general principles of cancer registration.
- Experience working with a standardized coding nomenclature, such as ICD-O, ICD-9, CPT-4, and interpreting coding rules and guidelines.
- Basic knowledge of human anatomy and medical terminology.
- Experience accessing written and on-line resources in order to obtain information.
- Experience setting priorities and managing time effectively.
- CTR/RHIT eligibility preferred.

Knowledge, Skill and Ability:

Knowledge of basic medical terminology and human anatomy; knowledge of coding principles and techniques; knowledge of medical abstracting practices and procedures; oral and written communication skills; basic interpersonal skills; ability to read and interpret medical records; ability to operate office equipment which may include personal computers, or other electronic equipment..

EXPERIENCE AND TRAINING

General Experience:

Two (2) years' experience performing medical coding duties or two years clerical experience in a medical office or tumor registry section of a general hospital or the Department of Public Health.

Substitution Allowed:

College training in medical secretarial work may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience.

Special Requirements: Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-730-8386 (if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

*The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.